



Hyde High School

Health and Safety Policy

Approved by Governors:	Autumn 2025
Date to be reviewed:	Autumn 2027

1. Policy statement

1.1 This statement of intent confirms Hyde High School's commitment to the health, safety and wellbeing of staff, students, families, visitors, contractors and partner organisations whilst they are on our premises. Hyde High School is part of the Tame River Educational Trust, and follows the Trust Health and Safety Policy.

1.2 Health and safety and wellbeing are integral to the operation of our school and require effective management and the enhancement of a positive health and safety culture. This is achieved via the termly meeting of the Hyde High School Health and Safety Committee, the biannual meeting of the TRET Health and Safety Committee and on-going monitoring by our school, including by the Governor Health and Safety Link, ensuring that:

- health, safety and wellbeing standards are defined and measured.
- continuous improvements are made against the standards.
- appropriate and sufficient resources are made available to achieve these outcomes and improvements.
- management and staff have competence, advice and guidance available to them.
- staff, students, visitors and third party organisations are provided with the necessary information, instruction, supervision and training to operate with minimal risk of harm to themselves or others and are aware of their own responsibilities.
- considerations of health, safety and wellbeing are integrated into all planning, projects and working practices within the school.
- there is effective communication and cooperation between management, staff, students and their respective representatives.

1.3 High High School and trust leaders are accountable for implementing the policy and standards into operational strategies, targets, plans and effective local practices and an effective health and safety culture within our school. Educational and support staff managers and staff with supervisory roles, are responsible for implementing these plans and procedures in line with current trust policy requirements.

1.4 This statement and associated policy will ordinarily be reviewed every two years to ensure its continued appropriateness to current legislative, and organisational requirements.

2. Scope

2.1 This policy applies to all employees of Hyde High School, placements, agency staff, visitors and students.

3 Roles and responsibilities

3.1 All manager roles at all levels within our organisational structure, regardless of explicit health and safety functional responsibility, are expected to act as health and safety leaders creating a positive health and safety culture, including reporting of any health and safety concerns, risk or issues (irrespective of whether or not an incident, accident or near miss has actually occurred) in a timely manner as outlined in section 4.2 of this policy. All managers are also responsible for ensuring their teams effectively implement this health and safety policy and have the autonomy to do so.

3.2 This policy should be viewed integrally with safeguarding policies and obligations under Keeping Children Safe in Education.

3.3 As a PFI school, this Policy should be read in conjunction with the Premises Management Policy.

3.4 The Trust Board has ultimate control of health and safety across the Trust. Please refer to the Trust's Health and Safety Policy for further details.

3.5 The Trust's Health and Safety Team, comprised of health and safety leads in each school will provide advice and guidance and lead the development and implementation of effective educational and operational Health and Safety processes and protocols to help ensure the Trust fulfils its health and safety responsibilities. Please refer to the Trust's Health and Safety Policy for further details.

3.6 The Chief Operating Officer and school-based health and safety representatives (the School Business Manager supported by the named Health & Safety Assistant) will lead and monitor the school as part of the Trust-wide approach by;

- ensuring they are familiar with the requirements of the appropriate legislation and codes of practice.
- creating and monitoring a management and responsibility structure for health and safety.
- identifying adequate resources (both personnel and finance) to fully deliver this policy.
- taking steps to ensure equipment and systems of work are safe.
- ensuring safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance.
- ensuring that school provides adequate training, information, instruction, induction and supervision to enable everyone on site to be safe.
- providing a working environment that is safe and healthy.
- providing adequate welfare facilities for staff and students.

3.7 The Governing Body are responsible for health and safety matters at a local level including but not restricted to:

- Ensuring adherence to the school's health and safety policy in line with health and safety law.
- Reviewing the establishment's health and safety policy in line with the review cycle and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the school's health and safety performance by delegating a member of the Governing Body as a link Governor, who shall independently visit the school and report back to the Governing Body once a year.
- Receiving from the Head Teacher or other nominated member of staff, reports on health and safety matters and escalating to the Trust, or other body as necessary, any hazards which the establishment is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
- Promoting a positive health and safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.

3.8 The Headteacher of each school is responsible for the day-to-day running of the school. The Headteacher delegates certain tasks to the School Business Manager, the Health & Safety Assistant and other staff holding posts of special responsibility as appropriate. These include:

- be responsible for the day-to-day implementation of the health and safety policy and will be the designated contact with the Health and Safety Executive in the event of any HSE investigation.
- promote a positive, open health and safety culture in the school.
- report to Trust leaders on key health and safety issues including outcomes from the Trust health and safety committee, investigations, etc.
- seek timely advice from the health and safety team or other organisations or professionals, such as the Health and Safety Executive, or Tameside MBC Health and Safety Team, as and when necessary.
- ensure all school staff co-operate and actively implement and engage with this policy, and the Trust's Health and Safety Policy.
- devise and implement safety procedures.
- ensure they, their senior team and wider staff body are aware of and collaborate with programme inspections and monitoring and implement identified improvements.
- ensure appropriate risk assessments (such as curriculum and educational visits) schedules and related mitigating actions and relevant resources are fully in place, and ensure that these are regularly monitored and reviewed.
- ensure effective procedures and resources are in place in case of fire and evacuation or invacuation (lockdown).
- ensure accident and emergency procedures are embedded and effective.
- ensure practice emergency evacuations are undertaken not less than three times per academic year, with recorded results.
- ensure practice emergency invacuations (lockdown) are undertaken annually, with recorded results.
- ensure relevant staff have access to and actively participate in appropriate training and/or practice activities.
- ensure appropriate use of protective clothing and equipment, including fire equipment and first aid, are provided and readily available in all areas of the school.

3.9 The School Health and Safety Committee will:

- comprise the School Business Manager, the named Health and Safety Assistant, the Link Governor for Health and Safety, and a representative from the curriculum areas of significant risk (PE, Science, DT and Inclusion) and any other relevant members of staff as required.
- they shall meet once a term to ensure that areas of significant risk are reviewed regularly and ensure any appropriate actions are taken where necessary.
- comply with the annual audits by the Tameside MBC Health and Safety Team (a full audit every 3 years, and interim audits each year outside of this), ensuring any recommendations are acted on in a timely manner.

3.10 Staff with management / supervisory responsibilities will:

- make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility, taking a direct interest and ensuring that staff, students and others comply with its requirements.
- carry out and/or comply with risk assessments for their department/team.

- perform regular visual health and safety inspections within their area of responsibility and ensure issues are addressed or appropriately reported.
- ensure Health and Safety on departmental/team agendas on a regular basis, with any issues being appropriately reported.

3.11 All staff, under the Health and Safety at work etc. Act 1974, have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. They will:

- apply the School's health and safety policy to their own department or area of work and be directly responsible to the Headteacher or appropriate member of SLT for the application of the health and safety procedures and arrangements.
- take reasonable care for the health and safety of themselves and others in undertaking their work.
- ensure that all machinery and equipment within their areas of responsibility are in good and safe working order and guards or other safety measures are adequate and in use, reporting any defects appropriately to ensure they are rectified, and not make or allow improper use of machinery or equipment by students or staff.
- use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied.
- ensure they are familiar with COSHH legislation as appropriate and that any potentially toxic, hazardous and highly flammable substances are correctly identified, used, stored and labelled.
- ensure timely health and safety reporting of any defects in school premises, equipment and facilities that they observe according to the school's processes, also advising the Health and Safety Team or Site Team directly in the event of any immediate risk.
- In the event that an accident, incident or near miss occurs involving students or staff under their responsibility, ensure that all relevant evidence is retained or otherwise recorded (e.g. record of sequence and timing of events, photographs or videos of physical items involved and/or injury) in a timely way in line with section 4.2 of this policy.
- take an active interest in promoting health and safety and suggest ways of reducing risks including through applying 'lessons learnt' from near misses.
- leave their classroom or area of work in a reasonably tidy and safe condition, ensuring any health and safety issues or risks have been reported.
- ensure that students are appropriately supervised (where appropriate according to risk mitigation measures identified in Curriculum, Educational Visit or other Risk Assessments) and advise them on how to use equipment safely including any PPE.

3.12 All students are expected to:

- follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- follow safety instructions of teaching and support staff, especially in an emergency.
- follow the school rules and procedures.

4. Arrangements for health and safety

4.1 The following section sets out the arrangements that are in place for the management of health and safety within our school. These arrangements include and refer to subject specific policies which sit independently but support the intent and nature of this health and safety policy and statement of intent. Outside of this policy consideration should be made to the school's existing PFI contract.

The school receives their competent health and safety advice from the Health and Safety Team at Tameside MBC via an annual service level agreement paid for by the school. This involves a full school audit every three years, with an annual review for each year between.

4.2 Accidents, incident and near miss reporting (including violence at work)

Definitions:	
Accident	A work-related event that results in injury or ill health
Incident	A work-related event, often caused by an intended act, that may or may not result in injury or ill health.
Near Miss	A set of conditions or circumstances that have the potential to cause injury or ill health
Dangerous Occurrence	A near miss event which is specified as reportable under RIDDOR, e.g. accidental release of any biological agent or substance likely to cause serious injury or severe illness, electrical short circuit that causes a fire or explosion
Work-related activity	<p>A 'work-related activity' is an accident caused by 1 of the following:</p> <ul style="list-style-type: none"> ● A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip) ● The way equipment or substances were used (e.g. lifts, machinery, experiments, etc.) ● The condition of the premises (e.g. poorly maintained or slippery floors) <p>It does not include:</p> <ul style="list-style-type: none"> ● Violence between pupils. ● Incidents involving pupils on overseas trips. ● Most playground accidents due to collisions, slips, trips and falls.

Hyde High School has the reporting system below in place, working with the Tameside MBC Health and Safety Team, in line with their guidance and [HSE: Guidance for employers](#).

a) Employees, visitors and third parties

All accidents, incidents, dangerous occurrences and near misses involving employees at work, including instances of violence and aggression, should be reported by the injured party to their line manager. Fatalities, major injuries and dangerous occurrences must be reported immediately to the Headteacher.

The [Tameside MBC Accident, Incident, Near Miss and Dangerous Occurrence Reporting Form](#) should be used by the line manager or the injured party to report any of these to

healthandsafety@hydehighschool.uk. This will then be investigated by the appropriate person to determine the immediate cause(s) and identify any remedial action needed. After investigation, forms will be forwarded to the Tameside MBC H&S Team who will report to the HSE under RIDDOR where necessary.

b) Students

GO 4 Schools

All accidents, incidents and near misses involving a student must be reported on GO 4 Schools by the responding member of staff.

Where first aid is administered, the first aider must record all instances of first aid being administered in GO 4 Schools, irrespective of how it arose, in accordance with the First Aid Policy.

Additional reporting

The responding member of staff must also complete the [Tameside MBC Accident, Incident, Near Miss and Dangerous Occurrence Reporting Form](#) where a student has been the subject of an accident, incident, dangerous occurrence or near miss which has:

- Arisen out of or in relation to a work activity (please see definitions above).
- Has resulted in the student being taken directly from the scene of the accident to the hospital for treatment (examinations and diagnostic tests don't count as treatments)
- Has resulted in the death of a student.

Investigation will be needed to determine the immediate cause(s) and identify any remedial action required. Managers are responsible for investigating any accidents in their area and, in most cases, classroom teachers or the supervising adult should complete this section before submitting it to healthandsafety@hydehighschool.uk or seek support from their line manager or the School Business Manager if they need it.

Forms will be forwarded to the Tameside MBC H&S Team after investigation, who will report under RIDDOR when necessary.

All records will be filed and stored in line with the TRET Data Retention Policy.

See: First Aid Policy.

4.3 Administration of medicines

Medication will not be accepted in school without complete written and signed instructions from the parent/carer.

Each item of medication must be given to the school in a secure and labelled container as originally dispensed. Medication must be clearly labelled with the pupil's name.

The school will not accept items of medication in unlabelled containers.

Medication is not permitted to be carried by pupils in school, unless this has been agreed by the school and written permission has been given by parents/carers.

Medication prescribed by a GP or medical professional may be administered to students during core hours only with parental consent.

Student Services is responsible for the storage of medication and the dispensing of medication (where requested by the parent/carer), with doses minimised to those essential during the school day. Any medication given to pupils is recorded and parents informed. Members of staff must not give students their own medication.

Where a student is on an Education, Health and Care Plan (EHCP), their designated key worker may administer medication in line with the individual healthcare plan and following relevant training.

Controlled drugs are kept in a locked medicine cabinet in the first aid room.

It is the responsibility of parents/carers to notify the school in writing if the pupil's need for medication has ceased or changed.

It is the parent/carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to dosages on parental instructions.

Any medication that has expired and not collected by parents/carers will be disposed of safely.

See: Supporting Pupils with Serious Medical Conditions Policy.

4.4 Allergens and anaphylaxis

Hyde High School has a legal duty to support students with medical conditions, including those with allergies. Schools must adhere to legislation and statutory guidance on caring for students with medical conditions, including the administration of allergy medication and adrenaline auto-injectors. On entry to the school, it is the parent/carer's responsibility to inform the school of any allergies. This information must include any care plan and details of all prescribed medication. Staff must be aware of the students in their care who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Any food-related activities must be supervised with due caution. For detailed procedures on managing allergies, care planning, and emergency response, refer to the school's Supporting Pupils with Medical Conditions Policy

See: Supporting Pupils with Serious Medical Conditions Policy.

4.5 Asbestos

Hyde High School is a non-asbestos building. PFI manages the building in line with government regulations.

4.6 Construction and Maintenance work (including control of contractors)

Hyde High School is a PFI building. Robertson FM follow their policies for construction, maintenance and contractors inline with current health and safety law.

4.7 Control of hazardous substances

The use of hazardous substances is minimised. Robertson FM are responsible for completing COSHH assessments for all hazardous substances used for premises management, while curriculum subject matter experts will conduct COSHH assessments for curriculum-related substances (e.g., in DT and science) to be incorporated into relevant curriculum risk assessments and related risk mitigation control measures and procedures which will be funded and enforced.

All substances which may be considered hazardous to health must have been assessed (except in Science – these are covered by CLEAPSS hazards). A copy of the health and safety data sheet and COSHH assessment will be available in the location where the chemicals are used/stored.

Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

Hyde High School has a service level agreement with NDT MainCal Ltd as our Radiation Protection Advisor.

4.8 Display screen equipment

All staff using computers, laptops, tablets on a regular basis and / or as part of their working routines including homeworking will be required to carry out workstation self-assessments. This will be reviewed annually.

4.9 Educational visits

All off site visits will be subject to an Educational Visit Risk Assessment (EVRA) in line with our school policy.

See: Educational Visits and School Trips Policy

4.10 Fire safety management

Procedures to ensure effective management of safety precautions will be developed and communicated to staff, including an evacuation procedure and fire risk assessment. These will be reviewed annually or after significant changes or incidents.

Fire exits will be clearly marked. All staff and students must be familiar with emergency evacuation procedures. Fire drills will be held and documented three times per academic year, with evacuation times and issues reported to the appropriate leader. Key staff will receive fire marshal training to ensure preparedness. Robertson FM are responsible for maintaining, inspecting and record keeping for firefighting equipment, this includes weekly fire alarm tests.

See: Full School Evacuation Procedure

4.11 First aid provision

Hyde High School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements for this are detailed in the school's first aid policy, and are based on the results of a risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors by ensuring:

- that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury.
- that staff and pupils are aware of the procedures in the event of any illness, accident or injury.

- that all medicines are appropriately stored.

For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of schools' health and safety policy and make clear arrangements for liaison with ambulance services on the school site, ensuring that this Headteacher is kept informed.

See: First Aid Policy

4.12 Infectious disease

Any suspected significant infectious disease must be reported to the Headteacher, and the school's health and safety representative, who will contact the health protection team for advice. Hyde High School will use the UK Health Security Agencies' exclusion table for infectious illnesses and diseases (<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources>).

4.13 Housekeeping

Robertson FM are responsible for cleaning the school.

Individual departments and members of staff are responsible for maintaining tidiness throughout their area. All staff are responsible for responding to any health and safety issues they identify, particularly concerning slips, trips, falls, and safe access and egress.

4.14 Legionella

The school has a legionella risk assessment which is held by RFM Site Team.

Robertson's are responsible for ensuring that any monthly temperature checks are completed and the weekly flushing records are completed.

4.15 Lone Working

Staff are not encouraged to work alone in school for prolonged periods of time. Staff are permitted to be in the building between 7.00am and 6.00pm, term time only. Any occupancy for any school events outside these hours must be booked in advance via the School Business Manager via Robertson in line with contractual requirements and the appropriate risk assessments.

Staff not contracted to work during the holidays should not enter the school without prior authorisation with the School Business Manager.

Employees have the responsibility of taking reasonable care of themselves and anyone else who may be affected by their work. It is not against the law to work alone and in many cases it is safe to do so. However, health and safety legislation places legal duties on employers to carefully consider and deal with any health and safety risks posed by working alone.

See: Lone Working Policy.

4.16 Manual handling

Manual handling training will be provided for appropriate members of staff including, if necessary, how to lift students safely, along with specific equipment they may be required to use, such as hoists and slings. Risk assessments / management processes are in place for manual handling. Staff must only lift equipment and furniture within their own individual capability.

4.17 Plant and equipment (including inspection and testing)

Various equipment will be part of a documented programme of planned inspections by approved inspectors, maintenance contractor or an appropriately trained member of staff. Such equipment could be heating boilers, alarm systems, extinguishers, sports equipment, electrical equipment, etc.

Protective clothing, gloves, masks, helmets, and suitable footwear must be provided and utilised by technicians and estates staff when required.

Staff and students are also required to wear protective glasses or eye shields in all workshops and laboratories, while visitors should be provided with appropriate protective clothing. Students and staff operating machinery must have received prior instruction and training, alongside appropriate risk assessments where necessary.

When new equipment is purchased, it is the responsibility of the head of department, with assistance from the health and safety representative to ensure that the school meets educational standards and complies with health and safety requirements for installation and use and is compliantly and regularly inspected.

4.18 Playground equipment and supervision

The playground area, equipment and its use are supervised during all breaks during the school day. If the equipment is used during lesson time supervision is again maintained. A decision is made if inclement weather (damp / icy) means that equipment/specific areas (e.g. the field) become unsafe to use on a particular day.

Annual inspection of PE equipment is completed by a competent person. Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

4.19 Security

All staff should be conscious of all aspects of the security of people and property and as part of our wider commitment to safeguarding. In particular, the emergency exit doors on the outer perimeter of the buildings must only be used in the event of emergencies, or as access to the playground as appropriate, but must be kept secure at all times.

Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through nondesignated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

Staff and visitors will be required to wear their identification badges with appropriate coloured lanyards which must be visible at all times.

4.20 Slips, trips and falls on the level

To prevent slips and trips on wet or contaminated floors, precautions such as a cleaning regime, absorbent mats, well-maintained and well-lit premises, and suitable flooring in higher-risk areas like food preparation are implemented to ensure safety from loose floor coverings, trailing leads, or other obstructions.

4.21 Snow and ice

Plans are in place to maintain main pedestrian routes during snowy and icy conditions, and if it becomes impossible to keep these routes clear, the Headteacher and CEO are informed immediately to assist in any decision regarding school closure.

4.22 Stress at work

Proactive

Hyde High School endeavours to take reasonable steps to mitigate stress for the workforce via strategic policies and HR practices.

Reactive

Individuals who are identified to be suffering from excessive levels of stress (created by work or personal issues) are supported in accordance with Trust welfare policies, this may include, but is not limited to, a individual stress risk assessment completed in collaboration with HR, and where appropriate, advice from health and wellbeing partners may be sought.

4.23 Medical capacity of staff

The school recognises its statutory obligations under current legislation to ensure that all staff are medically fit to undertake their duties.

Under Regulation 6 of the Education (Health Standards) (England) Regulations 2003, a person is not to be appointed or continue to work in a relevant post if they are medically unfit. This includes circumstances where a medical condition may prevent them from performing their role safely and effectively in an educational setting.

Hyde High School ensures its staff are medically capable of performing their duties safely. Where there are concerns about a staff member's fitness to work, the school will, in the first instance, seek guidance from Health and Wellbeing partners, such as Occupational Health, to assess whether any medical condition impacts the employee's ability to perform their duties and whether reasonable adjustments can be made.

In line with the Equality Act 2010: Section 20 (duty to make reasonable adjustments), and Section 39 (prohibition of discrimination in employment), the school will make reasonable efforts to support staff with disabilities or health conditions. However, where Occupational Health advice confirms that no reasonable adjustments are viable or recommended, or such adjustments would not enable the safe and effective performance of the role, the school must consider the individual's ongoing medical suitability for employment.

This includes determining whether their continued employment is safe, sustainable, and in line with the schools safeguarding responsibilities, ensuring the welfare of pupils and others is not compromised.

4.24 Training

Role-specific training needs are identified and, where applicable, in-house or external training is arranged.

4.25 Visitors

In accordance with visitor safeguarding procedures, all visitors must sign in at the main reception and present identification, such as a passport or driver's license and where necessary confirming their enhanced DBS status.

Visitors without identification must be met by the staff member they are visiting, who will collect them from reception or escort them to their destination.

Visitors without an enhanced DBS must be escorted by a member of school staff at all times when students (or visiting children) may be present, including outside normal school hours.

Visitors attending open evenings or similar events do not need to sign in or show identification, as these low-risk events ensure adequate supervision.

Where visitors from third-party organisations (e.g. contractors, peripatetic staff, agency workers, or service providers) are undertaking duties that meet the definition of **regulated activity**, the school must obtain written confirmation from the employing organisation that all mandatory pre-employment checks have been completed in line with paragraphs 303–307 of *Keeping Children Safe in Education (KCSIE) 2025*. These assurances must be verified before the individual begins work on site.

See: Child Protection and Safeguarding Policy

4.26 Working at height

Work at height will be avoided wherever possible and where it cannot be avoided the risks will be assessed, precautions taken and work will be properly planned and supervised. Staff must not climb onto tables or chairs.

4.27 Emergency / crisis planning and response

In the event of an emergency such as a pandemic, flood or adverse weather, business continuity plans and related procedures are in place across the Trust to respond to such incidents.

See: Critical Incident Policy

4.28 Personal Portable Electrical Appliances

Personal portable electrical appliances (for example - electrical scooters, coffee machines and heaters) are not to be brought into the School unless they have already had a recent PAT test carried out and have the appropriate PAT testing sticker applied and paperwork to go with it.

Any items brought in with PAT testing records must be taken to the School Business Manager for checking before they are used.

All personal items that are **not** PAT tested must be removed from the School with immediate effect.